Montana Trauma Registry
Transfer Process

Overview

The Montana Trauma Registry Transfer process is designed to prepare and submit cases from the Montana Collector Trauma Registry to the statewide database. The Montana Collector Trauma Registry software will automatically determine which cases are eligible for submission to Montana Trauma Registry and automatically track the transfer status and record status.

Eligible cases includes those cases that have been:
- Designated as Montana Trauma Registry qualifying cases.
- Closed by completing the data checking process.

The two major steps of the submission process include preparing the data files in Collector, and sending the data files to the statewide database. The preparation step must be completed before sending the data files to statewide database.

The preparation step will create the following set of transfer files that will be sent to statewide Montana Trauma Registry.

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TRANSFER.DAT	Transfer Data File – Contains data for new cases to be submitted.
TRANSFER.LOG	Transfer Log File – Contains a list of the records sent in the Transfer Data File.
RETRANSF.DAT	Retransfer Data File – Contains data for resubmitted cases.
RETRANSF.LOG	Retransfer Log File – Contains a list of records sent in the Retransfer Data File.
ID_MOD.LOG	Identification Modifications File – Contains a list of changed or deleted identifiers since the last submission.
TRANSFER.IMP	Transfer Import Format File – Format file used to create the data files.

Note that:

1. The Transfer Data File, Retransfer Data File, and the Import Format File are encrypted to ensure security when sending the data via e-mail.
2. All of these files MUST be sent to statewide database for every submission unless the file length is zero (zero length file). A file is zero length if there are no cases to include in that file.
3. A submission will not be considered complete if it does not include all of the files that are not zero length are listed.
4. Files with zero length size do not get sent even if they are attached.

Steps

Preparing the Data Files

1. Start Collector
2. From the **Admin** menu select the option **Transfer**.
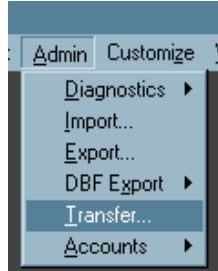
3. The transfer dialog box will open. If running transfer for the first time, the settings need to be adjusted as follows:
    a. Change the **Transfer/Data File** box to:
          TRANSFER.DAT
    b. Change the **Transfer/Log File** box to:
          TRANSFER.LOG
    c. Change the **Retransfer/Data File** box to:
          RETRANSF.DAT
    d. Change the **Retransfer/Log File** box to:
          RETRANSF.LOG
    e. Clear the **Backup Disk** checkbox.
    f. Set the **Max Records Per Disk** value to 1000.
    g. Set the **Data Set** box to *Standard Transfer Set*

    The new window will look like the sample below:
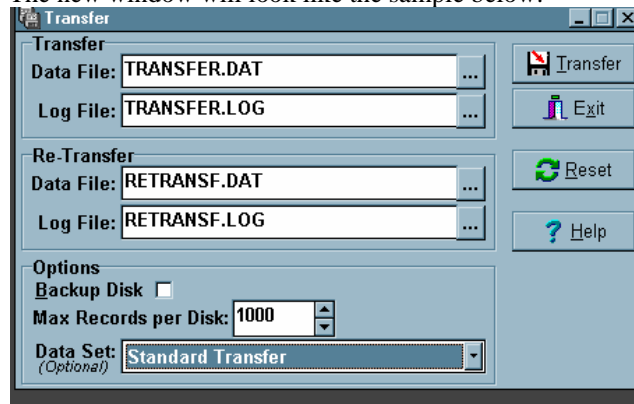
4. Click the **Transfer** button. The transfer process will scan the database for eligible cases, if there are eligible cases, the following window will appear:
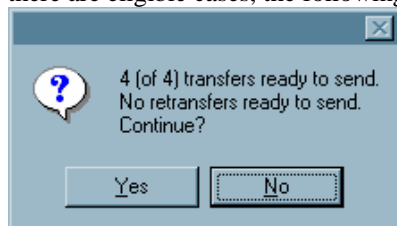
    To continue the transfer process, click **Yes**.

5. Once the process is complete, a final window confirming the number of transfer cases and retransfer cases will appear.


Click **OK** to continue.

Sending the Data Files to Statewide Database

Note: The instructions use Outlook as the e-mail software for demonstration. Depending on the e-mail software that is used at your facility, these instructions may differ. The location of the files remains the same no matter what e-mail software program is used.

1. Start Microsoft Outlook or Microsoft Outlook Express.
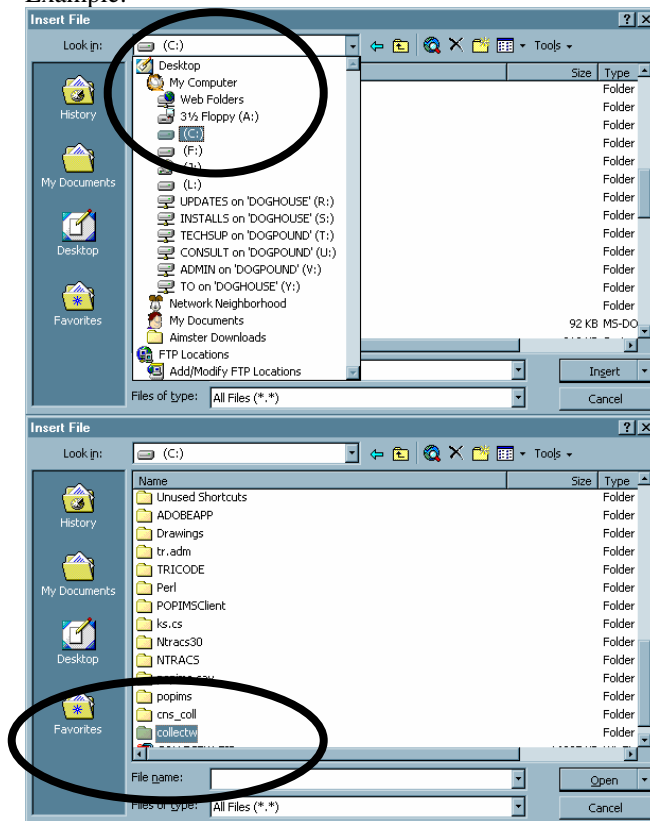2. Click on the **New** button; this will begin a new e-mail message.
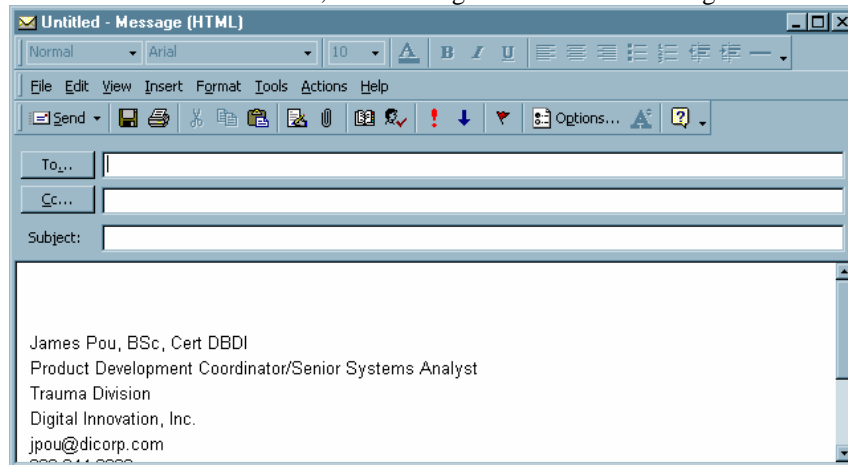
3. Click the paper clip icon or from the **Insert** menu select the option **File**.
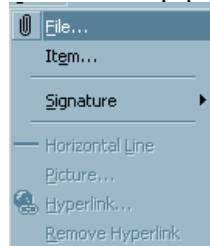
4. The **Insert File** window will open. Change the folder from the default location to:
    a. *C:\COLLECTW* if you are using a stand-alone version of Collector.
    b. *C:\CNS_COLL* if you are using a network version of Collector.
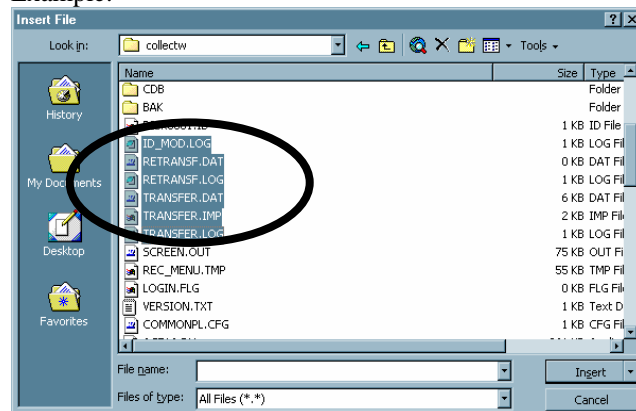
Example:

5. Select the files by holding down the CTRL key and using the mouse to highlight each file.
    These files are:

    TRANSFER.DAT
    TRANSFER.LOG
    RETRANSF.DAT
    RETRANSF.LOG
    ID_MOD.LOG
    TRANSFER.IMP

Example:

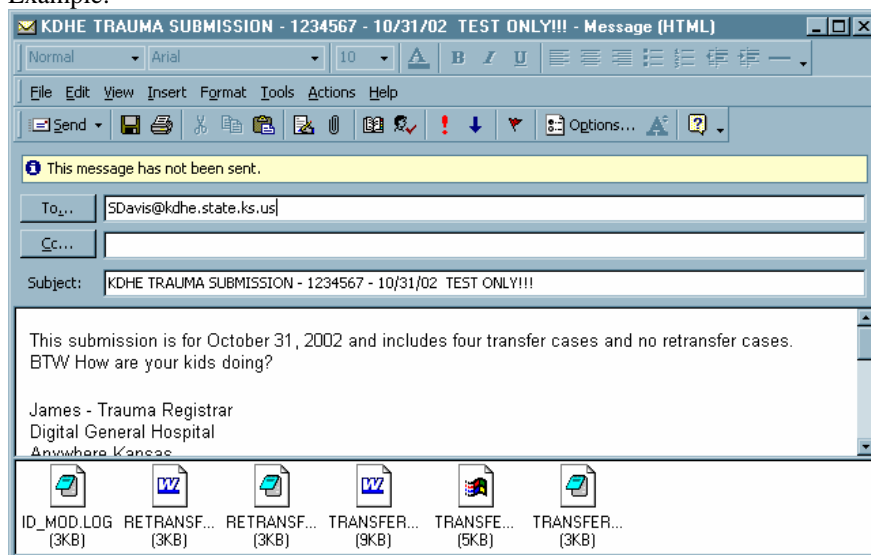Click **Insert** to insert the files to the e-mail message.

6. Type a message indicating when the submission was made and how many cases total are included. Include in the subject line:

> Transfer From - Hospital ID # – Sent mm/dd/yyyy

Address the e-mail to:

> traumadata@mt.gov

Example:

7. Click **Send** to send the e-mail.

Once the submission has been processed by statewide registry, a confirmation e-mail will be sent. If there are problems with the submission, you will be contacted by e-mail with details.

Yearly Upload Dates:

March 1st   June 1st   September 1st   December 1st

An email will be sent approximately 2 weeks before these dates to remind you and to give you time to do the Run Data Checks to check your data for completeness and accuracy.